

CONSTITUTION
FOR
THE SOCIETY
OF
HEATING AND VENTILATING
ENGINEERS.

PRESENTED BY THE
Committee on Organization,

AT THE
FIRST MEETING,

HELD IN
NEW YORK, SEPT. 10, 1894.

NEW YORK:
THE H. & V. PUBLISHING CO.
1894.



THE SOCIETY OF HEATING AND VENTILATING ENGINEERS.

CONSTITUTION.

Proposed by the Committee on Organization.

ARTICLE I : NAME, OFFICERS, LOCATION AND OBJECT.

Sec. 1. The name of this association shall be THE SOCIETY OF HEATING AND VENTILATING ENGINEERS.

Sec. 2. The headquarters of the Society shall be located in the city of New York.

Sec. 3. The officers shall consist of a President, three Vice-Presidents, a Secretary, a Treasurer, a Board of Managers, and a Council.

Sec. 4. The objects of the society shall be:

1. The promotion of the arts and sciences connected with heating and ventilation, and to encourage good fellowship among its members.

2. Improvement in the mechanical construction of the various apparatus used for heating and ventilation.

3. The maintenance of a high professional standard among heating and ventilating engineers.

4. To establish a clearly defined minimum standard of heating and ventilation for all classes of buildings.

5. To favor legislation compelling the ventilation of all public buildings in accordance with the standard of this society.

6. To encourage legislation favorable to improvement in the arts of heating and ventilation, and to oppose legislation inimical to the business of the engineer.

7. The reading, discussion and publication of professional papers, and the interchange of knowledge and experience among its members.

8. To establish a uniform scale of prices for all professional services.

Sec. 5. Fifteen members at any meeting shall constitute a quorum.

ARTICLE 2: MEMBERSHIP.

Sec. 1. The Society shall consist of Members, Honorary Members, Associates, and Juniors.

Sec. 2. A Member shall be a Heating or Ventilating Engineer or Expert, or a Mechanical, Civil, Electrical, Mining, Naval, or Military Engineer, or an Architect, who has been professionally engaged in the work of heating or ventilating for at least five years, and he shall be at the time of his admission to membership not less than twenty-seven years of age. Graduation from a school of engineering of recognized repute shall be considered as equivalent to two years of active practice. He must be qualified to design as well as to take charge and direct that branch of heating and ventilating work he has made his specialty.

Sec. 3. To be eligible as a Junior the candidate must be at least twenty-three years of age, and must have been actively engaged in the work of heating and ventilating for three years, or a graduate of a technical school of recognized repute with at least one year's active practice in heating and ventilating.

Sec. 4. To be eligible as an Associate the candidate must have such a knowledge of, or connection with, the applied science of heating and ventilating as to qualify him, in the opinion of the Council, to co-operate with heating and ventilating engineers in the advancement of professional knowledge.

Sec. 5. Honorary members shall be distinguished engineers elected by the Society.

Sec. 6. All Members, Honorary Members, Juniors, and Associates shall be equally entitled to the privilege of membership, except that Honorary Members, *Juniors, and Associates*.

shall not be entitled to vote nor to hold any office in the Society.

Sec. 7. Juniors and Associates may become eligible for membership.

ARTICLE 3: ELECTION OF MEMBERS.

Sec. 1. Every candidate for admission to the Society, excepting candidates for Honorary Membership, must be proposed by at least two Members, or Members and Associates, to whome he must be personally known, and he must be *seconded by two others*. The proposal must be accompanied by a statement, in writing, by the candidate, of the grounds of his application for election, including an account of his professional experience, and an agreement that he will conform to the requirements of membership if elected.

Candidates for Honorary Membership can be proposed by the Council only.

Sec. 2. All proposals to be sent to the Secretary and acted upon by the Council at its first meeting thereafter, when the Secretary shall at once mail to each member, *in the form of a letter ballot*, the names of candidates *recommended by the Council for election*.

Sec. 3. Any member *entitled to vote* may erase the name of any candidate upon the ballot, and will return to the Secretary within thirty days of its reception such ballot *enclosed in two envelopes, the inner one to be blank and the outer one endorsed by the voter*.

Sec. 4. The said blank envelopes shall be opened by the Council at the first meeting thereafter, and the names of the candidates elected shall be announced at the first ensuing meeting of the Society, and also in the first ensuing list of members. The names of candidates not elected shall neither be announced nor recorded in the proceedings. Candidates for Honorary Membership shall be proposed by the Board of Managers at one annual meeting and voted for by ballot at the next annual meeting. There

shall not be more than fifteen Honorary Members at any time.

Sec. 5. When seven negative votes shall be cast for any candidate, his election shall be defeated.

Sec. 6. Any person who shall be elected to membership in the Society shall be promptly notified of the fact by the Secretary and he shall accept such election, subscribe to the rules of the Society, and pay the initiation fee within six months after such notice, or the election shall be void.

Sec. 7. The name of any rejected candidate may, after three months from date of such rejection, be presented to the Council, and if reconsideration is granted, another ballot shall be ordered, at which twelve negative votes shall be required to defeat the candidate.

Sec. 8. Persons desiring to change the class of their membership shall be proposed in the same form as described for a new applicant.

ARTICLE 4: INITIATION FEES AND DUES.

Sec. 1. The initiation fees of Members and Associates shall be fifteen dollars (\$15) and their annual dues shall be ten dollars (\$10) payable in advance. The initiation fee of Juniors shall be ten dollars (\$10) and their annual dues ten dollars (\$10) payable in advance. A Junior, being promoted to full membership, shall pay an initiation fee of five dollars (\$5).

ARTICLE 5: BOARD OF MANAGERS AND COUNCIL.

Sec. 1. There shall be a Board of Managers consisting of seven members including the president and secretary, who shall have general control of all of the affairs of the Society, be trustees of same, and have power to order all expenditures and to exercise all exclusive functions.

Sec. 2. There shall be a Council to consist of five members, who shall investigate and pass upon the eligibility of all candidates for membership, and have charge of the reading and publication of all papers.

ARTICLE 6 : ANNUAL MEETING AND ELECTION OF OFFICERS

The annual meeting of the Society will be held in New York in *January of each year* the date to be fixed by the Board of Managers sixty days in advance of the meeting. The Chair will select a Nominating Committee, consisting of five Members, whose duty it shall be to present to the meeting the names of two candidates for each position to be voted for, all voting to be by ballot, no proxies to be voted. No Member shall hold more than one office at the same time, except that the President and Secretary shall be members of the Board of Managers.

ARTICLE 7 : READING OF PAPERS.

The reading of papers by members shall be under the supervision of the Council. Papers to be read at any meeting shall be submitted to the Council thirty days in advance, and shall be printed and distributed to the members one week before the meeting.

ARTICLE 8 : DUTIES OF OFFICERS.

It shall be the duty of the President to preside at the meetings of the Society, and to exercise a general supervision over its interests and welfare. He may call special meetings at his discretion, and shall call special meetings of the Board of Managers when so requested by three members or of the Society upon the written request of ten members thereof.

In the absence of the President from any meeting a Vice-President shall be vested with all the powers of the President.

In the absence of the President and Vice-Presidents the Chairman or any member of the Board of Managers shall be vested with their power.

The Treasurer shall be charged with the custody of the funds of the Society. He shall sign all checks and keep a book of record of all receipts and disbursements, making a report of

same to the Society at the annual meeting or when required by the Board of Managers.

The Secretary's duties shall be defined by the Board of Managers. Duties not defined shall be as generally understood.

The Board of Managers shall elect one of their number Chairman, who shall hold and exercise that office at the pleasure of the Board. The Council shall also elect one of their number Chairman under the same conditions.

ARTICLE 9 : RESIGNATIONS, EXPULSION, ETC.

Any member whose dues are paid in full can resign at any time ; his resignation to be acted on at the next ensuing annual meeting.

Any member twelve months in arrears for dues shall be liable to expulsion. Any member may be expelled for conduct on his part likely, in the opinion of the Society, to endanger its welfare, interests, or character ; provided however, that charges have been made to the Board of Managers by a member of the Society, and that the Board of Managers have, after investigation and opportunity for defense recommended such expulsion.

Any person ceasing to be a member of the Society through resignation or otherwise shall forfeit all right, title and interest in the property of the Society.

ARTICLE 10 : AMENDMENTS.

This Constitution may be amended at any annual meeting of the Society, the proposed amendment having been submitted in writing *at the previous annual meeting*. A majority vote of those present at the annual meeting shall carry the amendment.

ARTICLE 11.

The foregoing ten articles being the fundamental organic law known as the Constitution, they cannot be amended or altered except as provided

in Article 10. The following rules known as Article 12, being the By-Laws or petty, local, or minor laws, can be altered by a majority vote at any meeting or by the Board of Managers at any time. Although a part of the Constitution they are not a fundamental part.

BY-LAWS.

ARTICLE 12 : MEETINGS AND ORDER OF BUSINESS.

In addition to the annual meeting there shall be a *semi-annual* meeting at places designated at the annual meeting.

Special meetings may be called as hereinbefore provided. The order of business at meetings shall be as follows, with rulings according to Cushing's Manual:

1. *Roll Call.*
2. Reading minutes of previous meeting.
3. Report of Officers.
4. Report of Board of Managers.
5. Report of Council.
6. Reports of Special Committees.
7. Unfinished business.
8. New business.
9. Reading of papers and discussion.
10. And at the Annual Meeting, Election of Officers, in addition to the above.
11. Strangers will be allowed to attend or address any meeting when introduced by the Council, *but such strangers must have some practical connection with the arts of Heating and Ventilating.*

Respectfully submitted :

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Committee.